

CITY OF BELMONT

BELMONT TREE ORDINANCE

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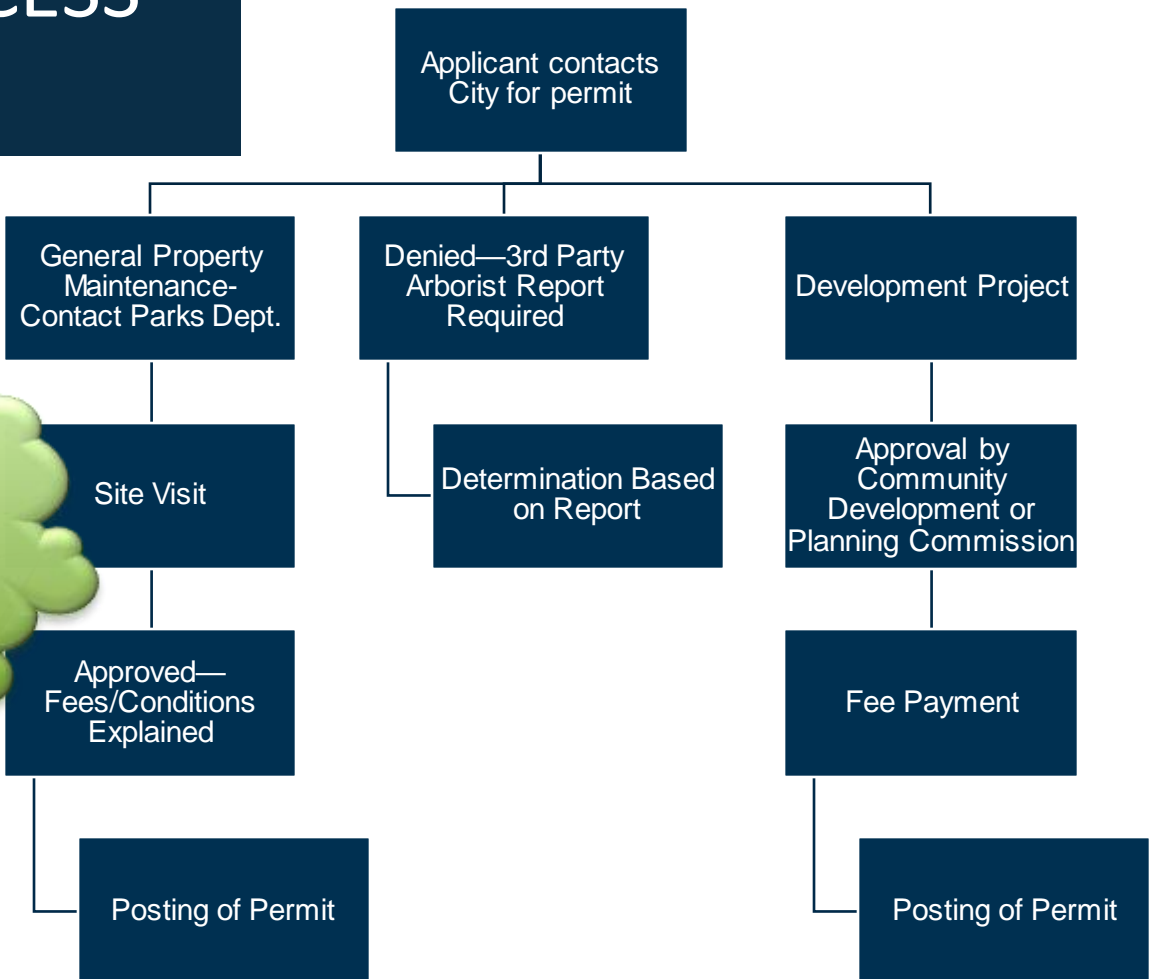
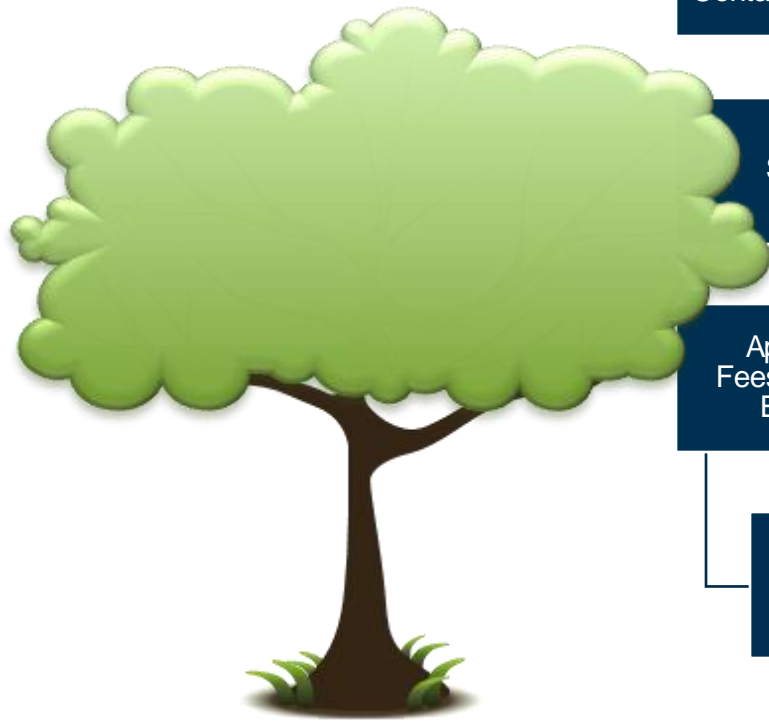


WHY HAVE A TREE ORDINANCE?



- ✓ Trees are an important public resource, enhancing:
 - ✓ Quality of life & welfare
 - ✓ The physical, historical & aesthetic environment
- ✓ Planting & preserving trees provides:
 - ✓ Health benefits
 - ✓ Clean air & water
 - ✓ Reduced energy costs & increased property values
- ✓ To encourage tree preservation & the planting of new trees
- ✓ To contribute to green infrastructure

TREE REMOVAL PERMITTING PROCESS



WHEN IS A TREE REMOVAL PERMIT REQUIRED?



- ✓ A permit is required to remove any regulated tree:
 - ✓ Principal Native Trees: Coast Live Oak, Valley Oak, Madrone, Coast Redwood, Bay Laurel & Buckeye having a single main stem or trunk of 10" or more DBH.*
 - ✓ All other species with a main stem or trunk of 14" or more DBH.*
- ✓ Multi-stemmed trees totaling eighteen (18) inches or more DBH.*
- ✓ *DBH: the diameter of a tree at breast height, measured across the face of the trunk at 4.5 feet above the natural grade.

WHEN IS A TREE REMOVAL PERMIT REQUIRED?

Large Diameter Trees
(14"+ DBH)

Principal Native Trees
(10"+ DBH)

*Trunk
Diameter
(DBH)*

ONLINE PERMIT APPLICATION

www.belmont.gov/trees

The screenshot displays the City of Belmont website's navigation bar with links for SERVICES, OUR CITY, DEPARTMENTS, RESIDENTS, and I WANT TO... A search icon is also present. The main content area is titled "Tree Removal Permits" and includes a paragraph about the City's commitment to its tree canopy and the Twin Pines Park Tree Succession Plan. Below this, a list of six steps outlines the application process: 1. Application (via eTRAKiT), 2. Appointment Scheduling (within 72 hours), 3. On-Site Visit (assessment and notice), 4. Pay Permit Fees (via eTRAKiT), 5. Remove Permitted Tree(s) (within 60 days), and 6. Close Permit (replacement tree or fee). At the bottom, a dark blue button with a sun icon and the text "Apply for a Tree Removal Permit" is circled in red.

CITY OF
BELMONT
CALIFORNIA


SERVICES OUR CITY DEPARTMENTS RESIDENTS I WANT TO...

In keeping with the City's commitment to its tree canopy, the Parks & Recreation Commission also approved the [Twin Pines Park Tree Succession Plan](#) in 2020.

Tree Removal Permits

The Parks & Recreation Department reviews applications for tree removal permits not associated with [planning permit entitlements](#) (i.e., Building Permits, Design Reviews, Variances, etc.), as well as emergency tree removals. Please review [which tree removals require permits](#), and find the permitting process outlined below. NOTE: The adjacent property owner is responsible for trees located in the right-of-way; a fence does not determine the property line. The City's responsibility ends at the edge of roadway.

1. **Application:** Apply for a permit through the [eTRAKiT online system](#)
2. **Appointment Scheduling:** We will contact you within 72 business hours of receiving your online application to book an on-site visit
3. **On-Site Visit:** The City arborist will assess your tree to determine if a permit may be issued; if issued, you must post a notice (supplied by the arborist) for 48 hours prior to removal and pay any applicable fees
4. **Pay Permit Fees:** [Pay fees](#) through the [eTRAKiT online system](#)
5. **Remove Permitted Tree(s):** Remove tree(s) within 60 days or contact arborist@belmont.gov if an extension is needed
6. **Close Permit:** Typically, one 15-gallon replacement tree is required for every tree removed; to close your permit, email photos your [replacement tree\(s\)](#) to arborist@belmont.gov or, if you have elected to pay the [in lieu of planting fee](#), close the permit by emailing the arborist after removing the tree(s)


Apply for a Tree Removal Permit

E-TRAKIT PERMITTING

Home | Setup an Account | Log In | Public | User Name: kc | Password: | Log In | Remember Me

CITY OF BELMONT CALIFORNIA

Welcome to the Permit Center e-TRAKIT

This site provides access to online Permit Center services, allowing you to complete many common tasks associated with your property, applications, permits and projects.

Express Residential Building Permits can be applied online. Permits available are **Electrical Service Panel Upgrade**, **Furnace Replacement without A/C** or duct repairs or additions under **Mechanical**, **Water Heater Replacement** in kind only under **Plumbing** and a **Roof Permit**.

Tree removal permits associated with development entitlements (e.g., building permits, design reviews, variances, etc.) are issued by the **Community Development Department**.

To apply for general property maintenance tree removal permits, which are issued by the Parks & Recreation Department, please apply for a new permit online. Upon receiving permit applications, the Parks & Recreation Department will contact the applicant to schedule a site visit. For questions regarding tree removal permits, please contact the Parks & Recreation Department at (650) 595-7441 or parkstree@belmont.gov.

Inspection Scheduling is only available for Building permits
For Public Works - call 650-595-7425 For SMC Fire Department - call 650-522-7940

Property permit records are available for registered users online by "search permit" under Permits. Historical data prior to 2000 can be located by emailing Permit.Center@belmont.gov

Check out our [How To...](#) for instructions on the different features of eTRAKIT, including IVR, Contractor Registration, Inspection Scheduling, Fee Estimator & more.

LOG IN BELOW TO ENTER THE CONTRACTOR PORTAL

Contractor Login is Restricted to Contractors with valid licenses through the California State License Board.

New Contractors must register with "Setup an Account" above. Existing Contractors Registering for the 1st Time - Registration is not required, use the "Forgot Password" at top of screen.

Existing Contractors Registering for the 1st Time
If you have done business in Belmont, an eTRAKIT contractor account already exists. If you are unable to get into your account, chances are there isn't an email associated with it. Please email Permit.Center@belmont.gov The following information:

Company Name
CSLB Number
Email address
Phone Number
Contact Name
If you have any problems creating your account, or resetting your password, please email Permit.Center@belmont.gov

To schedule an inspection online, you will be required to create a user account to view scheduled inspections, please check the [daily inspection schedule](#)

Permits

- Apply New Permit
- Pay Fees
- Search Permit
- View on Map

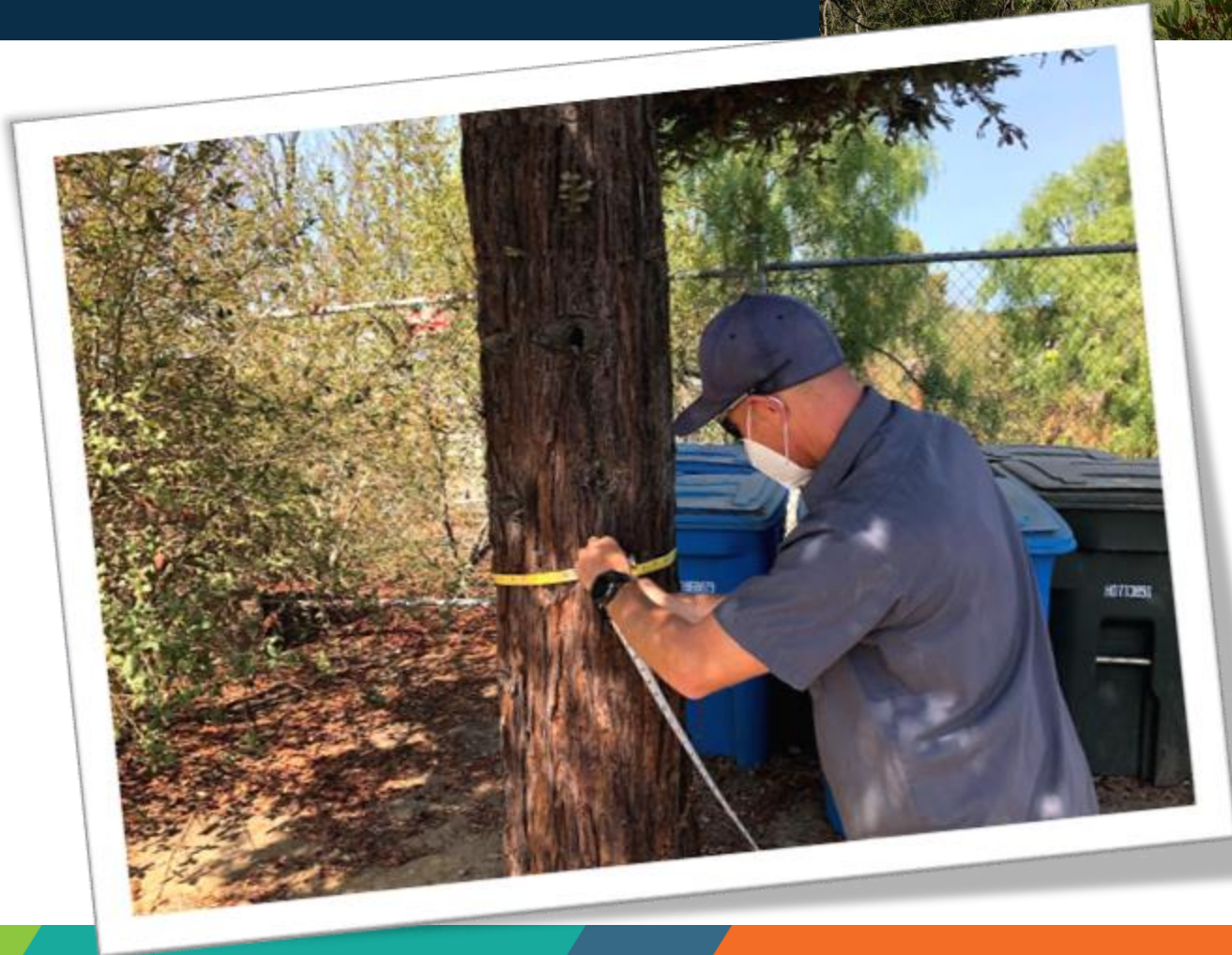
Projects

- Apply
- Search
- Pay Fees
- View on Map

Contractor

- Search Contractors
- Pay Fees

WHAT TO EXPECT AT THE PERMIT REQUEST APPOINTMENT



CRITERIA SUPPORTING REMOVAL



- Tree is in poor condition/end of life span, diseased or infested.
- Tree species is undesirable due to characteristics such as invasiveness, tendency toward limb failure, & fire hazard.
- Tree is damaging or interfering with existing structures, site improvements, or utility services.
- Proximity of tree to existing or proposed structures.
- Removal of the tree is needed to construct improvements or otherwise allow conforming use of the property.

CRITERIA SUPPORTING RETENTION



- Tree is located outside of the developable area of the property.
- Tree & its location contribute substantially to the aesthetic appeal of the property or neighborhood.
- The effect of the requested removal on the remaining number, species, size, & location of existing trees both on the site & in the area, including trees mutually dependent on each other for survival, structural integrity, or aesthetics.

TREES EXEMPT FROM CRITERIA (PERMIT STILL REQUIRED)

- ✓ Blue Gum Eucalyptus
- ✓ Dwarf Blue Gum Eucalyptus
- ✓ Monterey Pine
- ✓ Palm (all species)
- ✓ Acacia (all species)
- ✓ Dead trees (all species)
- ✓ Any tree a public utility is required to remove under CA Public Utility Commission regulations



EMERGENCY TREE REMOVALS

- ✓ Apply for a permit through eTRAKIT
- ✓ Attach photo of failing/fallen tree to permit
- ✓ Call (650) 595-7441 to expedite request



TREE REPLACEMENT REQUIREMENT

- One replacement tree per tree removed
- 15-gallon size container
- May be planted anywhere on property (not necessarily in the same location of the tree removed!)
- No species requirement, but Preferred Species List available at www.belmont.gov/trees
- In-lieu fee for not planting a replacement: \$531 per tree



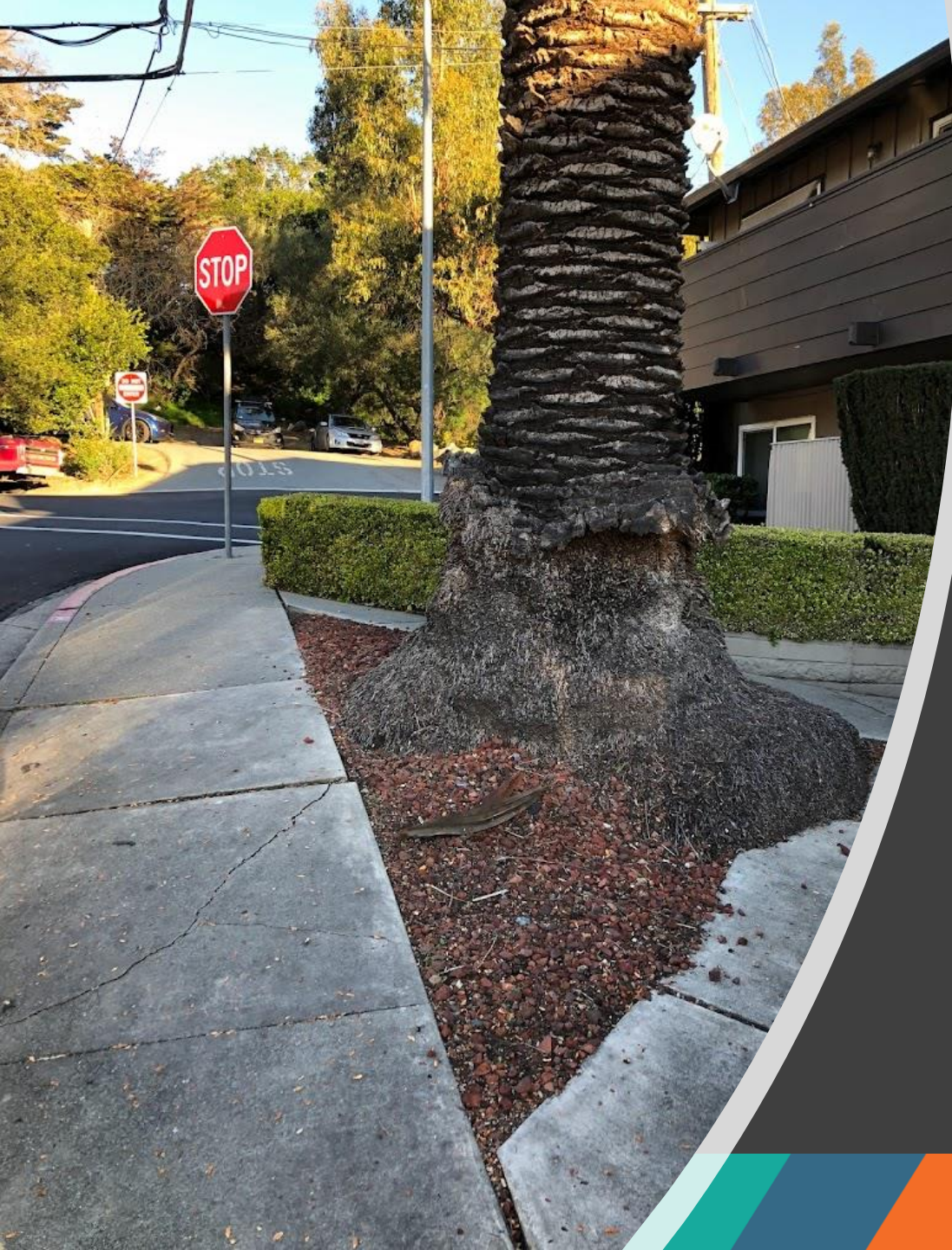
FREQUENTLY ASKED QUESTIONS/ CONCERNS

- Can I prune my neighbor's tree?
- The tree is growing on the property line
- The tree is growing on City property (open space, median, etc.) and is blocking my view





THOUGHTFUL PLANTING FOR HAPPY TREES



THE RIGHT TREE FOR THE LOCATION



MONTEREY PINE

RED TURPENTINE BEETLES





RED TURPENTINE BEETLES

WESTERN OAK BARK BEETLES





WESTERN OAK BARK BEETLES



WOOD DECAY

THANK YOU!

